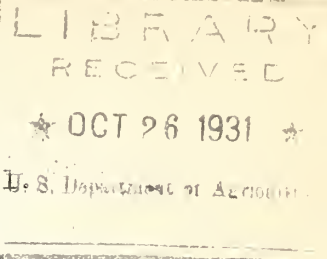


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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
Washington, D. C.



October 15, 1931 U. S. Department of Agriculture

General Memorandum

IMPORTANT INSTRUCTIONS relative to certification and payment of services of field employees under appointment

It is highly important that this memorandum be given careful attention and that the instructions contained herein be strictly followed. Attention is called to the attached P.B.A. Circular (No. 185) from which it will be noted that the Bureau may no longer certify to pay rolls prior to the last day of the month involved. Heretofore pay rolls covering the services of field employees under appointment have, pursuant to certificates of service (Form 357) received from the employees involved, been prepared, certified, and transmitted to the Disbursing Office of the Department about the twenty-fourth of each month resulting in covering checks being received by such employees not later, as a general proposition, than the first day of the succeeding month. Now in compliance with P.B.A. Circular No. 185 the Bureau will be required to withhold certification of pay rolls and their transmittal to the Disbursing Office until the last day of the month covered by such pay rolls, which will necessarily result in salary checks being received by field employees several days after the close of the month to which such checks pertain. This is a condition of affairs that is deeply regretted by the Bureau and one that it is hoped will not seriously inconvenience any field employees. In order that the delay in receipt of salary checks after the close of the month may be as slight as it is practicable to make it, the method as outlined below will, at least until further notice, be pursued.

Promptly on the eighteenth of each month each field employee under appointment will mail to the Bureau his Form Bi-357 (note the change from that given at the bottom of Form Bi-357 in the date for mailing this form). Bi-357 as received in the Bureau from field employees will, as heretofore, form the basis for the preparation of pay rolls. These pay rolls will not, however, be certified or transmitted to the Disbursing Office until the last day of the month. On the morning of the last day of each month each employee who has rendered a Form Bi-357 will transmit to the Bureau an official telegram, day rush, charges collect, reading, if there has been no change in services for the month from such services as certified on the form, as follows: SERVICES ____ (insert month) AS STATED THREE FIVE SEVEN. Or, if there has been a change in services from those certified on Bi-357, telegram should read: SERVICES ____ (insert month) AS STATED THREE FIVE SEVEN EXCEPT ____ (indicate changes). Joint telegram of two or more employees, and telegram of leader or other supervisory employee covering the services of his assistants, where employees involved are present on the morning of the last day of the month in the same town, or in the same general locality, so that communication between such employees is easy and inexpensive, should always be used. For specific example, if Mr. Koyes and Mr. Poole are both at Sacramento, California, on the morning of the last day of October, a joint telegram should be sent by them covering their own services and the services of any of their assistants under appointment who are also in Sacramento at the time; while Dr. Karl B. Hanson, in Charge, Fur Animal Experiment Station, should on the morning in question send a telegram covering his own services, and those of all employees under appointment over whom he has supervision present at the Experiment Station on that morning.

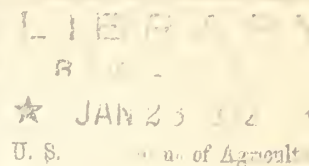
The change in the method of salary payment will become effective with the payment for the current month, October. Each field employee under appointment should, therefore, on the morning of October 31, 1931, certificate of service (Form Bi-357) having been previously submitted, telegraph the Bureau as above instructed unless his services for the month are covered by a joint telegram or the telegram of a supervisory employee. No telegram should be sent before the last day of the month, but early transmission on the morning of such day will tend to expedite receipt of salary check, especially since payrolls from the various bureaus will be handled in the order of their receipt by the Disbursing Office.

Each employee affected by this memorandum should arrange for such adjustment of his personal finances as may be necessary to meet the delayed receipt of his salary check. Since the last day of October falls on Saturday, a short day, followed by Sunday, and especially in view of the newness of the method of procedure, there will probably be greater delay in issuing October salary checks than will be the case when conditions of payment are more favorable. It is believed that, with the active cooperation of field employees in promptly sending in their certificates of service and end-of-the-month telegrams, the new method of payment will soon be so systematized that each field employee under appointment can reasonably rely upon receiving his salary check about the same date each month, the date of receipt, of course, in each case, depending largely upon the distance the employee is located from Washington.

W. C. Henderson

Acting Chief.

United States Department of Agriculture
Bureau of Biological Survey
Washington, D. C.



January 13, 1932.

GENERAL MEMORANDUM

Amending Memorandum of October 15, 1931, regarding
Certification and Payment of Services of Field Employees under Appointment

In Bureau General Memorandum Bi-1168 it was stated in several places that certificates regarding services of employees for the month must not be sent in until the last day of the month, and that certification of field pay rolls would not be made until the last day of the month. In accordance with P.B.A. Circular No. 185, Bureau Memorandum should have read "not earlier than the last working day of the pay period," instead of "last day of the month," as was stated. General Memorandum Bi-1168 is therefore amended accordingly.

The difference is that in months like January, 1932, when the last day comes on Sunday, certifications may be made Saturday the 30th, which is the last working day. This will also be true of July next, when the 31st is Sunday. In cases like May and October, when the 31st is a working day, certifications can not be made until the morning of the 31st.

W. C. Henderson
Acting Chief.

